Division of Humanities Recruitment Information

Abbreviations

PVC	Pro-Vice-Chancellor
PI	Principal Investigator
DSM	Divisional Senior Manager
Lead	Operations Lead
DHRM	Divisional HR Manager
Taleo	Recruitment System for Permanent, Fixed Term or Direct to Offer contracts
Casper	Casual Recruitment System for Casual contracts <u>Casual Guidelines</u>

Who can help

Operations Lead – the Operations Lead for your School/Faculty will be able to provide you with relevant information regarding the recruitment process.

Finance Associate – the Finance Associate for your School/Faculty will be able to provide you with any cost codes and budget information.

Divisional HR Manager – the Divisional HR Manager for your Division will be able to answer any Human Resource queries.

Helpful Information

Getting Started with Recruiting Tutor & Demonstrator Guidelines

<u>Guidelines for Academic Titles</u> <u>Salary Scales</u>

Remuneration Policy Fixed Term Reasons

FTE Calculations Casual Guidelines

Dissections required for account codes:

Academic staff, including Tutor and Demonstrator salaries should be coded to Academic – dissection 2111 (permanent/fixed term) or 2121 (casual)

Profession staff, including Research Assistant salaries should be coded to – dissection 2211 (permanent/fixed term) or 2221 (casual)

Advertising dissection 3411

Senior Lecturer/Lecturer

Senior Lecturer Above the Bar

<u>Teaching Fellow/Senior Teaching Fellow/Professional Practice Fellow/Senior Professional Practice Fellow</u>

<u>Associate Professor & Professor</u>

Postdoctoral Fellows

Professional/Technical Staff

Contract Extensions

Casual Contracts

Recruitment System Comments Guidelines

Senior Lecturer/Lecturer				
Permanent				
Approval Chain (via email)	PVC approval on the recommendation of the HoS/Dean			
Justification required (to be entered into Recruitment System)	Written justification to PVC by email/memo, covering: 1. Curriculum requirements 2. Financial case (with assistance from Finance Advisory) 3. Strategic value for Programme/School and Division			
Supporting Documentation To be added to Recruitment System	 □ Approved justification □ Advertisement □ Information for candidates or Job Description consistent with the Guidelines for Academic Titles □ Any material relevant to the position At offer stage: □ Include a summary of applicants and reason for recommending successful candidate at salary level 			
Selection Committee	The panel would normally comprise the Chair, PVC/HoS/Dean or nominated senior academic leader, at least two other academic staff members from the department/programme, and a Divisional representative. Consideration should be given to ethnic and gender balance. HR/Recruitment team representative can be included as part of the panel if appropriate. PVC to approve.			
	Recruitment System Information	Required		
Vacancy Management	Advertised Permanent Hiring Manager (HoP/HoS/Dean) Hiring Manager Assistant – PVC EA Recruiter – Lead Recruiter Assistant – Supporting Lead Collaborators – Finance Associate, DSM, PVC, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable Approved selection panel members (these can be added later if not known.			
Recruitment System Approvers	Requisition 1 st – Finance Associate/Manager 3 rd – HoS/Dean 4 th – DSM Final – PVC	Offer 1st – HoS/Dean 2nd – DSM Final - PVC		
Comments Box	A summary of all details relating to the position (see example – Recruitment System Comments Guidelines)			
	Back to the top			

Senior Lecturer Above the Bar				
	Permanent or Fixed-term			
Approval Chain (via email)	DVC (Academic) on the recommendation of the HoS/Dean and PVC			
Justification required	Written justification to DVC-A, endor	sed by PVC - email/memo, covering:		
(to be entered into	Curriculum requirements	sea by the emanyments, covering.		
Recruitment System)	Financial case (with assistance)	ce from Finance Advisory)		
	3. Strategic value for Programm	• •		
Supporting	☐ Approved justification			
Documentation	☐ Advertisement			
To be added to	☐ Information for candidates o	r Job Description		
Recruitment System	☐ Any material relevant to the	position		
	☐ Reason for fixed term (see pe	ermissible fixed term reasons <u>here</u>)		
	At offer stage:			
		ants and reason for recommending		
	successful candidate at salary level			
Selection Committee	The panel would normally comprise t	the Chair, PVC/HoS/Dean (or		
	1	and at least two other academic staff		
	from the Programme or a member of academic staff from the wider			
	University. An HR/Recruitment team representative can be included as			
	part of the panel if appropriate. PVC to approve.			
	Recruitment System Information	Required		
Vacancy	Hiring Manager (HoP/HoS/Dean)			
Management	Hiring Manager Assistant – PVC EA			
	Recruiter – Lead			
	Recruiter Assistant – Supporting Lead			
	Collaborators – Finance Associate, DSM, PVC, HoS/Dean (if they are not			
	the Hiring Manager), HoP, if applicable			
	Approved selection panel members (these can be added later if not			
	known.			
Recruitment System	Requisition	Offer		
Approvers	1 st – Finance Associate/Manager	1 st – HoS/Dean		
	2 nd – DHRM	2 nd – DSM		
	3 rd – HoS/Dean	Final - PVC		
	4 th – DSM			
	Final – PVC			
Comments Box	A summary of all details relating to the position			
	(see example – <u>Recruitment System Comments Guidelines</u>)			
	Back to the top			

Teaching Fellow/Senior Teaching Fellow/Professional Practice Fellow/Senior			
	Professional Practice Fellow		
	Permanent/Fixed-term/Direct to Of	fer	
Approval Chain (via email)	PVC approval on the recommendation of the HoS/Dean		
Justification required (entered into Recruitment System)	Written justification to PVC by email/memo, covering: 4. Curriculum requirements 5. Financial case (with assistance from Finance Advisory) 6. Strategic value for Programme/School and Division	Additional information if Fixed Term and/or Direct to Offer 7. Reason for fixed term (see permissible fixed term reasons here) 8. Candidates suitability, include CV 9. Financial confirmation (CCW or Finance endorsement)	
Supporting Documentation To be added to Recruitment System	☐ Approved justification ☐ Advertisement ☐ Job Description consistent with the Guidelines for Academic Titles ☐ Any material relevant to the position	Additional information if Fixed Term and/or Direct to Offer Candidates CV Source of funding (CCW) Reason position/employment will end (see permissible fixed term reasons here)	
	At offer stage: Include a summary of applicants and reason for recommending successful candidate at salary level	term reasons <u>nere</u> j	
Selection Committee	The panel would normally comprise the Chair, PVC/HoS/Dean or nominated senior academic leader, at least two other academic staff members from the department/programme, and a Divisional representative. Consideration should be given to ethnic and gender balance. HR/Recruitment team representative can be included as part of the panel if appropriate. PVC to approve.	DTO/Fixed Term If the fixed-term is advertised: less Chair and two other academic staff members of the School/Programme DTO – N/A	
	Recruitment System Information		
Vacancy Management	Advertised Permanent/Fixed-term	Unadvertised DTO or Fixed Term Hiring Manager (HoP/HoS/Dean)	
	Hiring Manager (HoP/HoS/Dean) Hiring Manager Assistant – PVC EA	Hiring Manager Assistant – PVC EA Recruiter – Lead	

	Recruiter – Lead Recruiter Assistant – Supporting Lead Collaborators – Finance Associate, DSM, PVC, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable Approved selection panel members (these can be added later if not known.	Recruiter Assistant – Supporting Lead Collaborators – Finance Associate, DSM
Recruitment System	Advertised Permanent/Fixed-	Unadvertised DTO or Fixed Term
Approvers	term	<u>Requisition</u>
	<u>Requisition</u>	1 st – Finance Associate/Manager
	1 st – Finance Associate/Manager	2 nd – HoS/Dean
	2 nd – Divisional HR Manager	3 rd – SMCS
	3 rd – HoS/Dean	Final – PVC
	4 th – SMCS	
	Final – PVC	<u>Offer</u>
		1 st – HoS/Dean
	<u>Offer</u>	Final – Senior Manager CS
	1 st – HoS/Dean	Unless there are changes to the
	2 nd – SMCS	offer from the original requisition
	Final - PVC	then add Finance and PVC
Comments Box	A summary of all details relating to t	the position
	(see example – <u>Recruitment System</u>	
	Back to the top	

Research Fellow/Senior Research Fellow			
	Permanent/Fixed-term/Direct to Offer		
Approval Chain (via	PVC approval on the recommendation of the HoS/Dean		
email)			
Justification required	Written justification to PVC by	Additional information if Fixed	
(entered into	email/memo, covering:	Term and/or Direct to Offer	
Recruitment System)	10. Curriculum requirements	13. Reason for fixed term (see	
	11. Financial case (with	permissible fixed term	
	assistance from Finance	reasons <u>here</u>)	
	Advisory)	14. Candidates suitability,	
	Strategic value for	include CV	
	Programme/School and	15. Financial confirmation (CCW	
	Division	or Finance endorsement)	
Supporting	☐ Approved justification	Additional information if Fixed	
Documentation	☐ Advertisement	Term and/or Direct to Offer	
To be added to	☐ Job Description consistent	☐ Candidates CV	
Recruitment System	with the <u>Guidelines for</u>	☐ Source of funding (CCW)	
	<u>Academic Titles</u>	☐ Reason	
	☐ Any material relevant to	position/employment will	
	the position	end (see permissible fixed	
		term reasons <u>here</u>)	
	At offer stage:		
	☐ Include a summary of		
	applicants and reason for		
	recommending successful		
	candidate at salary level		
Selection Committee	The panel would normally	DTO/Fixed Term	
	comprise the Chair,		
	PVC/HoS/Dean or nominated	If the fixed-term is advertised: less	
	senior academic leader, at least	Chair and two other academic staff	
	two other academic staff	members of the School/Programme	
	members from the		
	department/programme, and a	DTO – N/A	
	Divisional representative.		
	Consideration should be given to		
	ethnic and gender balance.		
	HR/Recruitment team		
	representative can be included as		
	part of the panel if appropriate.		
	PVC to approve. Recruitment System Information	Required	
Vacancy	Advertised Permanent/Fixed-	Unadvertised DTO or Fixed Term	
Management	term	Hiring Manager (HoP/HoS/Dean)	
management	Hiring Manager (HoP/HoS/Dean)	Hiring Manager (HoryHo3/Deall)	
	Hiring Manager Assistant – PVC	Recruiter – Lead	
	EA	Recruiter Assistant – PVC EA	
	Recruiter – Lead	necialite Assistant – FVC LA	
	Necruiter - Leau		

	Recruiter Assistant – Supporting Lead Collaborators – Finance Associate, DSM, PVC, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable Approved selection panel members (these can be added later if not known.	Collaborators – Finance Associate, DSM, PVC EA
Recruitment System	Advertised Permanent/Fixed-	Unadvertised DTO or Fixed Term
Approvers	term	<u>Requisition</u>
	<u>Requisition</u>	1 st – Finance Associate/Manager
	1st – Finance Associate/Manager	2 nd – HoS/Dean
	2 nd – Divisional HR Manager	3 rd – DSM
	3 rd – HoS/Dean	Final – PVC
	4 th – DSM	
	Final – PVC	<u>Offer</u>
		1 st – HoS/Dean
	<u>Offer</u>	Final – DSM
	1 st – HoS/Dean	Unless there are changes to the
	2 nd – DSM	offer from the original requisition
	Final - PVC	then add Finance and PVC
Comments Box	A summary of all details relating to the position	
	(see example – <u>Recruitment System</u>	<u>Comments Guidelines</u>)
	Back to the top	

Associate Professor & Professor			
Permanent			
Annuaval Chain Ivia			
Approval Chain (via	Staffing Advisory Committee or VC on the recommendation of the PVC		
email)	With a factor of the property		
Justification required	Written justification to VC, endorsed by PVC - email/memo, covering:		
(entered into	1. Curriculum requirements		
Recruitment System)	Financial case (with assistance from Finance Advisory)		
	3. Strategic value for Programme/School and Division		
Supporting	The process is managed by HR Recruitment in conjunction with the Office		
Documentation	of the PVC. This will require Information for Candidates document.		
Selection Committee	N/A		
	Recruitment System Information Required		
Vacancy	N/A		
Management			
Recruitment System	<u>Requisition</u>		
Approvers	N/A		
	Offer		
	N/A		
Comments Box	N/A		
	Back to the top		

Postdoctoral Fellows			
	Fixed-term or DTO (funded by Research Grant)Postdoctoral Information		
Approval Chain (via	Divisional Senior Manager on the recommendation of the HoS/Dean.		
email)	NOTE: PhD MUST be completed. Se		
Justification required	Written justification covering:		
(entered into	1. Reason for fixed term (see po	ermissible fixed term reasons here)	
Recruitment System)	2. Funding confirmation from F	· · · · · · · · · · · · · · · · · · ·	
• •		,	
Supporting	☐ Approved justification		
Documentation	☐ Funding information including	ng CCW	
To be added to	☐ Reason for fixed term (see po	ermissible fixed term reasons here)	
Recruitment System	☐ Job Description		
	☐ Evidence that candidate has	a PhD	
	☐ Any material relevant to the	position	
	-		
Selection Committee	Advertised	DTO	
	List approved by the HoS/Dean	DTO – N/A	
	Recruitment System Information	Required	
Vacancy	Advertised	Unadvertised DTO or Fixed Term	
Management	Hiring Manager - PI	Hiring Manager - HoS/Dean	
	Hiring Manager Assistant – Finance	Hiring Manager Assistant –	
	Associate	Recruiter – Lead	
	Recruiter – Lead	Recruiter Assistant – Supporting	
	Recruiter Assistant –	Lead	
	Administrator/ Supporting Lead	Collaborators – Finance Associate,	
	Collaborators – PVC EA, DSM,	PVC EA, DSM	
	HoS/Dean (if they are not the		
	Hiring Manager)		
	HoP, if applicable		
	Selection panel members (these		
	can be added later if not known.		
	2	0.55	
Recruitment System	Requisition	<u>Offer</u>	
Approvers	1 st – Finance Associate/Manager	1st – DSM	
	2 nd – DSM	Final – HoS/Dean	
	Final – HoS/Dean	Halasa than an an alaman an ta tha	
		Unless there are changes to the	
		offer from the original requisition,	
		then add Finance and PVC.	
Comments Box	A summary of all details relating to the position		
	(see example – <i>Recruitment System Comments Guidelines</i>)		
	(See Chample need distinctic dystem comments duidennes)		
	Back to the top		
	<u>L</u>		

Professional/Technical Staff			
Permanent/Fixed-term/Direct to Offer			
Approval Chain (via	Permanent/Fixed-term over 12 months		
email)	PVC approval on the recommendatio		
,	. To approval on the recommendation of the 1103/Dean		
	Fixed-term 1 year or less		
	Divisional Senior Manager on the rec	commendation of the HoS/Dean	
Justification required	Written justification to PVC by	Additional information if Direct to	
(entered into	email/memo, covering:	Offer	
Recruitment System)	 Mini business case 	4. DHRM approval for DTO	
	prepared in conjunction	(over 12 months)	
	with Finance Advisory		
	Reason for fixed term (see		
	permissible fixed term		
	reasons <u>here</u>)		
	3. JD		
Supporting	Approved justification		
Documentation	☐ Advertisement		
To be added to	☐ Job Description		
Recruitment System	☐ Any material relevant to the	i	
Selection Committee	Permanent	Fixed-term over 12 months	
	The panel normally comprises the	Less Chair, HoS/Dean and at least	
	Chair, PVC/HoS/Dean or nominated	two other members of the School	
	senior academic leader, at least	or Programme.	
	two other academic staff members		
	from the department/programme,	Fixed Term under 12 months	
	and a Divisional representative.	At the discretion of HoS/Dean	
	Consideration should be given to	рто	
	ethnic and gender balance.		
	HR/Recruitment team	N/A	
	representative can be included as		
	part of the panel if appropriate. PVC to approve.		
	Recruitment System Information	Required	
Vacancy	Advertised Permanent/Fixed-term	DTO	
Management	Hiring Manager – PI/HoS	Hiring Manager (HoP/HoS/Dean)	
	Hiring Manager Assistant – Finance	Hiring Manager Assistant –	
	Associate	Recruiter – Lead	
	Recruiter – Lead	Recruiter Assistant – Supporting	
	Recruiter Assistant –	Lead	
	Administrator/Supporting Lead	Collaborators – DSM, PVC EA,	
	Collaborators – PVC EA, DSM,	Finance Associate	
	HoS/Dean (if they are not the		
	Hiring Manager), HoP, if applicable		
	Approved selection panel members		
	(these can be added later if not		
	known.		

Recruitment System	Advertised Permanent/Fixed-term	DTO or Fixed Term less than 12
Approvers	over 12 months	months
	<u>Requisition</u>	<u>Requisition</u>
	1 st – Finance Associate/Manager	1 st – Finance Associate/Manager
	2 nd – HoS/Dean	2 nd – HoS/Dean
	3 rd – DSM	Final – DSM
	Final – PVC EA	
		<u>Offer</u>
	<u>Offer</u>	1 st – HoS/Dean
	1 st – HoS/Dean	Final – DSM
	2 nd – DSM	Unless there are changes to the
	Final – PVC	offer from the original requisition,
		then add Finance.
	Unless there are changes to the	
	offer from the original requisition,	
	then add Finance and PVC.	
Comments Box	A summary of all details relating to the	ne position
	(see example – Recruitment System (
	,	
	Back to the top	
	-	

Ke:	Research Assistants/Assistant Research Fellows		
	Permanent/Fixed-term/Direct to Offer		
Approval Chain (via	Permanent/Fixed-term over two years and not funded by research grant		
email)	PVC approval on the recommendation of the HoS/Dean		
	Fixed town town on loss and fixed	ded by vecesaris events of by destart	
	Fixed term two years or less and funded by research grants or budgeted Divisional Senior Manager on the recommendation of the HoS/Dean		
Justification required	Written justification and funding	Additional information if Direct to	
(entered into	confirmation from Finance	Offer	
Recruitment System)	Advisory:	1. DHRM approval for DTO	
Reciditifient Systemy	Advisory.	(over 12 months)	
Supporting	☐ Approved justification	(OVEL 12 MONTHS)	
Documentation	☐ Source of funding (CCW)		
To be added to	☐ Advertisement		
Recruitment System	☐ Job Description		
neor dicine in 5 y 5 cent	CV (if DTO)		
	☐ Any material relevant to the	position	
Selection Committee	Permanent	Fixed-term and Direct to Offer	
	At discretion of HoS/Dean	N/A	
Recruitment System Information Required			
Vacancy	Advertised Permanent/Fixed-term	Direct to Offer	
Management	Hiring Manager – PI	Hiring Manager PI	
-	Hiring Manager Assistant –	Hiring Manager Assistant – Finance	
	Recruiter – Lead	Associate	
	Recruiter Assistant – Supporting	Recruiter – Team Recruitment	
	Lead	Recruiter Assistant –	
	Collaborators – Finance Associate,	Administrator/Lead	
	DSM, PVC EA, HoS/Dean (if they	Collaborators – PVC EA, DSM, HoS	
	are not the Hiring Manager), HoP, if		
	applicable		
Recruitment System	Permanent/Fixed-term over 2	DTO or Fixed Term less than 2	
Approvers	years	years	
	<u>Requisition</u>	<u>Requisition</u>	
	1 st – Finance Associate/Manager	1 st – Finance Associate/Manager	
	2 nd – HoS/Dean	2 nd – HoS/Dean	
	3 rd – DSM	Final – DSM	
	Final – PVC		
	0.55	<u>Offer</u>	
	Offer	1 st – HoS/Dean	
	1 st – HoS/Dean	Final – DSM	
	2 nd – DSM	Unless there are changes to the	
	Final – PVC	offer from the original requisition,	
	Unless there are changes to the	then add Finance.	
	offer from the original requisition, then add Finance.		
Comments Boy		l nacition	
Comments Box	A summary of all details relating to the position (see example – Recruitment System Comments Guidelines)		
	(See example – <u>necruitment system (</u>	Comments Guidennes)	
	Back to the top		
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	Contract Extensions		
	If fully funded by Research Grants or if less than 2 months		
Approval Chain (via	If fully funded by Research Grants or if less then 2 months		
email)	Divisional Senior Manager on the recommendation of the HoS/Dean.		
	If not funded by Research Grants or if over 2 months		
	PVC approval on the recommendation of the HoS/Dean.		
Justification required	N/A		
(entered into			
Recruitment System)			
Supporting	Written justification and funding confirmation from Finance Advisory.		
Documentation			
To be added to			
Recruitment System			
Selection Committee	N/A		
	Recruitment System Information Required		
Vacancy	N/A		
Management			
Recruitment System	<u>Requisition</u>		
Approvers	N/A		
	<u>Offer</u>		
	N/A		
Comments Box	N/A		
	Back to the top		

Casual Contracts		
<u>Tutor and Demonstrator Guidelines</u>		
Approval Chain (via email)	Academic appointments e.g. Guest PPFs, Lecturers etc (minimal hours, as and when required) Not in Budget	
	Divisional Senior Manager on the recommendation of the HoS/Dean with PVC approval email	
	Academic appointments e.g. Guest PPFs, Lecturers etc (minimal hours, as and when required) within Budget	
	Divisional Senior Manager on the recommendation of the HoS/Dean	
	Tutor, Demonstrator, RA/ARF appointments within budget and NOT a one-off payment	
	Lead on the recommendation of the HoS/Dean	
	One-off payment Divisional Senior Manager on the recommendation of the HoS/Dean	
Supporting	PVC (if required as per above) and Finance Advisory approval emails to be	
Documentation	attached.	
To be added to		
Casper (casual		
recruitment system)		
Notes	Zero hour contracts are not allowed. Lum-sum payments should be the exception – most should be by timesheet	
Coding	Research Assistant salaries should be coded to Professional – dissection 2211 (fixed term) or 2221 (casual)	
	Tutor and Demonstrator salaries should be coded to Academic – dissection 2111 (fixed term) or 2121 (casual)	
	Back to the top	

Recruitment System Comments Guidelines

Guidelines for comments section in Recruitment System

Comments must be entered at the initial approval stage and the offer stage of the process.

As relevant, provide information on the following in the comments box when requesting approval:

Status reason	Permanent or fixed-term to replace Dr X or new position	
FTE	Enter as appropriate	
Start and end dates	If permanent, expected start date	
Funding source and account	State the account being used/where budgeted. If research	
code	funded, state source e.g. Marsden, UORg etc	
At offer stage, state level of	Eg. LL01	
appointment		
Nets. For represent and only apprintments a vational of the final condidate made to be use		

Note: For permanent academic appointments a rational of the final candidate needs to be preapproved by the PVC and a copy of the memo-email attached to the offer.

Examples

Requesting approval for a permanent academic position to be advertised

Kia ora koutou

Please approve the requisition to advertise a permanent full-time lecturer position to replace Dr X who will be leaving at the end of the semester. The position is included in the teaching budget (GL10XXA01). Financial endorsement and PVC approval documentation is attached to the requisition. Please don't hesitate to contact me for further information. Ngā mihi XXX

Requesting approval for a fixed-term, Direct to Offer Research Fellow

Please approve the requisition to appoint Dr Y as a Research Fellow at LL02 on Prof A's Marsden grant (PL10xxxxxxxx). Dr Y is named on the CCW. The appoint is at 0.7 FTE from 1.6.2022 – 30.5.2022. Please don't hesitate to contact me for further information. Ngā mihi XXX

Back to the top